*Revised 10.10.2013*

# Academic Make-Up Testing Checklist

Students must request permission to test by submitting this form to their instructor at least 24 hours prior to their preferred test date and time. Academic make-up testing is available on a walk-in basis every Wednesday school is in session. **Sign-in begins at 8 a.m. Once a test is started in the Testing Center, it must be finished in one sitting. The room closes at 3:30 p.m. Test materials will be collected promptly at that time.**

## STUDENT

- Enter information below. Submit this form to your instructor at least 24 hours prior to your intended test date.
- Failure to provide your instructor with advance notice may result in your test not being ready for you. You will need to reschedule.
- If you fail to report for your test or to meet a test deadline your test materials will be returned to your instructor. You are responsible to contact your instructor to make other testing arrangements.
- A current Photo ID with a recognizable photograph will be required at check-in. You may not test without one.

| | |
|---|---|
| Make-Up Test Day and Date | |
| Student's Name and Phone Number | |
| Instructor's Name and Phone Number | |
| Class Name / Test Name | |

## INSTRUCTOR

- Complete test instructions below and attach to the test materials.
- Hand-deliver test materials to the Testing Center in Suite 190, or
- Place test materials in the ATC Mailroom Testing Drop-Box 24 hours prior to the student's test date.
- The drop-box will be checked at 7:45 a.m. and 3:45 p.m.

| | | | |
|---|---|---|---|
| Yes | No | Write answers on test | Allotted test time _____ Hours _____ Minutes ____ Not Timed<br>❒ No deadline for test completion<br>❒ Do not test after deadline _____ *(mm/dd)*<br>Other instructions: |
| Yes | No | Use calculator | |
| Yes | No | Use scratch paper | |
| Yes | No | Collect and return scratch paper | |
| Yes | No | Use textbook | |
| Yes | No | Use notes | |
| Yes | No | Use computer | |
| Yes | No | Use dictionary or thesaurus | *Instructor's signature* |

## INSTRUCTOR *(Indicate preference)*

❒ I will pick-up test materials from Testing Center staff M-F between 7:30 a.m. and 4 p.m.
❒ Deliver test materials to my mailbox in the ATC mailroom. Tests will be delivered between 3:30 and 4 p.m.

Anoka Technical College Testing Center, Student Success Center, Suite 190 (763) 576-7830 assessment-testing@anokatech.edu

*Date test received:* *Deadline date:* *Time test began:* *Time test ended:*